



INTEGRATED TIME AND ATTENDANCE SYSTEM (ITAS):

AO CREATE NDAA-1111 ACCOUNT

Role: Admin Officer

LOGGING IN

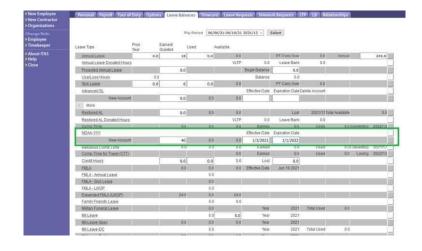
To log into the Integrated Time and Attendance system (ITAS) go to https://itas.nih.gov. Click the login button, use your PIV card and pin. If you are exempt from using your PIV card, click the non-PIV login page link. Once logged into ITAS, select the Admin Officer role.

CREATE NDAA-1111 ACCOUNT

Admin officer that wishes to create an NDAA-IIII account for an employee must perform the following steps.

LEAVE BALANCE SCREEN

- Click on employee leave balance link via AO
- 2. dashboard.
- Click on + button to expend the additional leave type.
- 4. Enter the hours into new account's 'Earned/Granted' field.
- 5. Enter 'Effective Date' and 'Expiration Date'.
- 6. Enter a comment in 'Leave Comments'.
- 7. Click OK button.
- 8. Click OK button in confirmation page.



Notes:

- NDAA-IIII is valid for the 2021 Leave Year ONLY (January 3, 2021 January 1, 2022).
- Maximum granted hours for an NDAA-IIII account is 60.
- NDAA-IIII hours must be exhausted before using accrued/advanced/donated/restored annual leave.
- Only active, non-SES employees are eligible for an NDAA-IIII account.



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